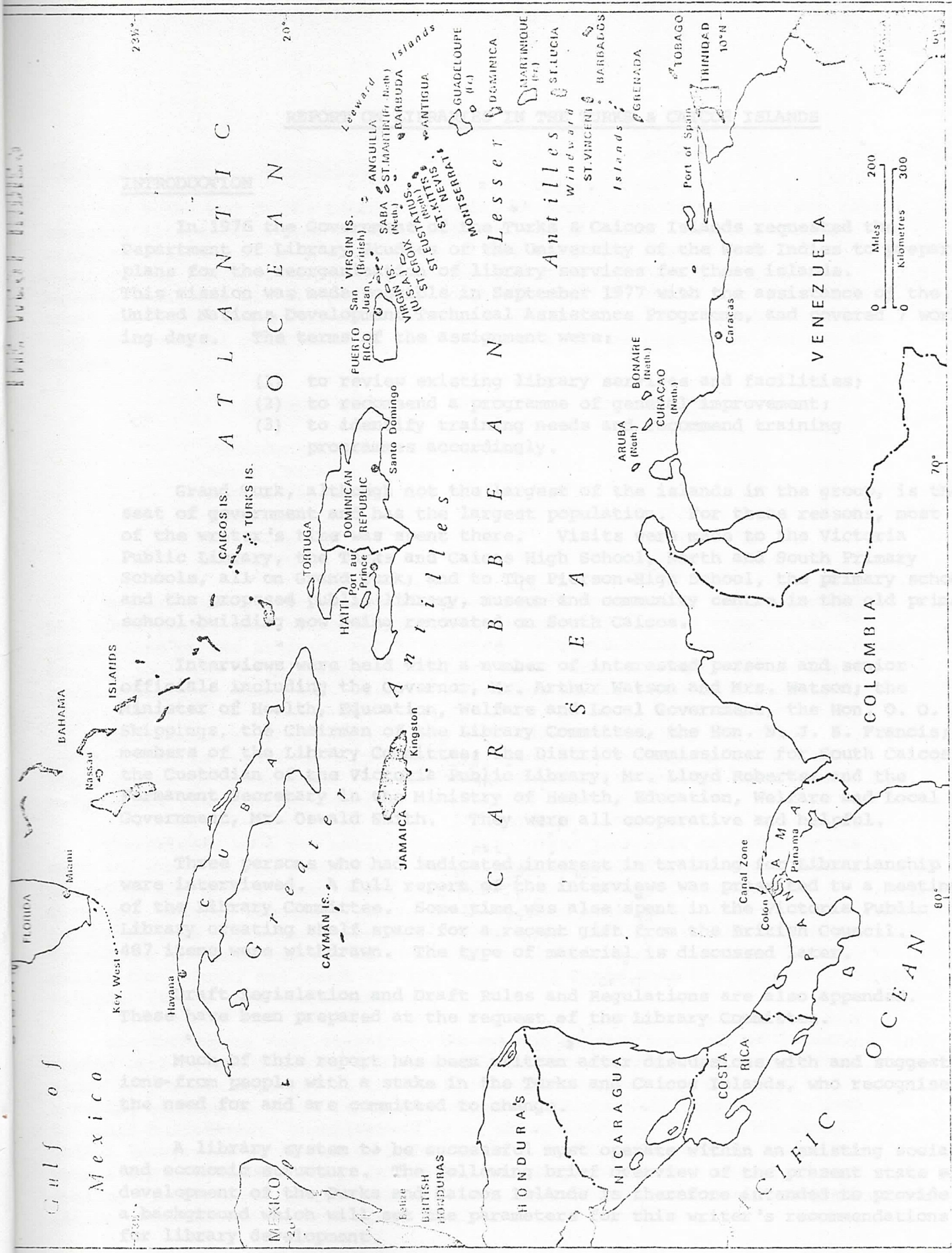


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REPORT ON LIBRARIES IN THE TURKS & CAICOS ISLANDS

INTRODUCTION

In 1976 the Government of the Turks & Caicos Islands requested the Department of Library Studies of the University of the West Indies to prepare plans for the reorganization of library services for these islands. This mission was made possible in September 1977 with the assistance of the United Nations Development Technical Assistance Programme, and covered 7 working days. The terms of the assignment were:

- (1) to review existing library services and facilities;
- (2) to recommend a programme of general improvement;
- (3) to identify training needs and recommend training programmes accordingly.

Grand Turk, although not the largest of the islands in the group, is the seat of government and has the largest population. For these reasons, most of the writer's time was spent there. Visits were made to the Victoria Public Library, the Turks and Caicos High School, North and South Primary Schools, all on Grand Turk, and to The Pierson High School, the primary school and the proposed public library, museum and community centre in the old primary school building now being renovated on South Caicos.

Interviews were held with a number of interested persons and senior officials including the Governor, Mr. Arthur Watson and Mrs. Watson; the Minister of Health, Education, Welfare and Local Government, the Hon. O. O. Skippings, the Chairman of the Library Committee, the Hon. N. J. S. Francis; members of the Library Committee; the District Commissioner for South Caicos; the Custodian of the Victoria Public Library, Mr. Lloyd Roberts; and the Permanent Secretary in the Ministry of Health, Education, Welfare and Local Government, Mr. Oswald Smith. They were all cooperative and helpful.

Three persons who had indicated interest in training for Librarianship were interviewed. A full report of the interviews was presented to a meeting of the Library Committee. Some time was also spent in the Victoria Public Library creating shelf space for a recent gift from the British Council. 487 items were withdrawn. The type of material is discussed later.

Draft Legislation and Draft Rules and Regulations are also appended. These have been prepared at the request of the Library Committee.

Much of this report has been written after discussions with and suggestions from people with a stake in the Turks and Caicos Islands, who recognise the need for and are committed to change.

A library system to be successful must operate within an existing social and economic structure. The following brief overview of the present state of development of the Turks and Caicos Islands is therefore intended to provide a background which will set the parameters for this writer's recommendations for library development.

SOCIAL AND ECONOMIC BACKGROUND

The Turks and Caicos Islands comprise 30 coral islands and numerous cays, covering altogether a land area of some 168 square miles. The islands are situated approximately 90 miles North of the Dominican Republic, 30 miles South of the Bahama chain of islands and 575 miles South East of Miami, between latitudes 21°-22° North and longitudes 70°-72° West. The climate is sunny and warm all year round. Only six of the islands are inhabited and they have a total population of 7,600. Their size and population are set out below:

<u>ISLANDS</u>	<u>AREA</u>	<u>POPULATION</u> (1977)
Providenciales	37½ sq. mls.	900
North Caicos	42 " "	1,400
Middle Caicos	48 " "	450
South Caicos	8½ " "	1,300
Salt Cay	2½ " "	400
Grand Turk	7 " "	3,200
		<u>7,600</u>

Regular transportation among the islands is by means of light aircraft and small boats, with twice weekly connections to Miami, and once weekly connections to the Bahamas, and to Jamaica. Inter-island communications other than by post are by telephone and radio. As a community service, the small radio station on Grand Turk transmits personal messages for individuals.

Constitutionally the islands are a British Crown Colony but a new constitution in August 1976 gave them internal self-government with a two party system of government. A Governor represents the British Crown and is responsible for internal security and foreign affairs.

The islands have few natural resources other than that provided by sea, sand and sun. In the past, salt was the economic mainstay but this industry folded in the 1950's under stiff competition from nearby Inagua in the Bahamas. With no immediate source of livelihood many young, able-bodied islanders seek employment elsewhere. They often emigrate to the Bahamas Islands or to North America or find jobs on trading ships. Today, fishing, mainly for lobster and conch off the rich coral banks that ring these islands, is the only viable industry.

The Government has, therefore, become the largest employer of labour, taking care of about 33% of the 2,000 labour force. With the exception of about 75 persons employed at the American military base and the missile tracking station on Grand Turk, the others are either self employed or work in small businesses. Unemployment is of major concern. The figure among school leavers is estimated as being as high as 75%. Since 1970 there has been a definite upward swing in the population possibly as a result of immigration restrictions in the Bahamas. This is reflected in the school population which has grown from 1,892 in 1971 to 2,473 in 1977.

The national revenue is naturally quite small and is heavily subsidised by Britain. In 1975 the total government revenue was US\$3,435,373.00, of which US\$1,358,423.00 was in the form of grant-in-aid. In 1976, the figure had risen to US\$4,922,711.00 with just under half provided as grant-in-aid. Maybe in the future tourism could hold out some hope for the flagging economy, but it will be a while yet before the necessary infrastructure such as fast and efficient air transportation, hotel accommodation and attendant services will permit this. At the present time almost every item of consumer goods has to be imported by air or sea, mainly from the United States.

Compulsory primary education ensures initial literacy among younger members of the population, but without reading materials freely available, continuing literacy throughout adulthood cannot be ensured. Lack of this facility is a major gap in the social structure. Of the 2,473 students between the ages of 5 - 18 years (Jan. 1977 latest complete figures available) 1,672 were in the 14 primary schools on the 6 islands, 95 were registered at the North Caicos Junior High School, 443 were attending the Turks and Caicos High School on Grand Turk. Pierson High School operated by the Seventh Day Adventists on South Caicos had an enrolment of 133 and another 130 were receiving private tuition. About 25% of the school population have access to secondary education. Formal training beyond the "O" levels is however confined to only a few students attending the Turks and Caicos High School who are allowed to sit the "A" level examinations at irregular intervals. An even more limited number take up scholarships in tertiary institutions overseas. Many students at the secondary level opt for more practical subjects such as woodwork, technical drawing, needlework, and commercial subjects in the hope that these might ensure better employment prospects.

Social life and entertainment are restricted to cinema shows two or three times weekly on Grand Turk and on South Caicos, and to activities organised by social and private groups or church organizations. For a very few hours each evening the United States military personnel on Grand Turk transmit taped television shows, which can be received by the very small minority privileged to possess television sets.

One bookshop on Grand Turk supplies very general reading fare mainly in paperbacks. The fact that the proprietor was not a native could possibly account for the absence of West Indian materials. One would have expected that current ideas and opinions of West Indian authors reflecting a rapidly changing society would have had some local appeal since the majority of inhabitants share a common past with the remainder of the Caribbean and the islands are linked geographically.

From discussions with private individuals, many seem to import such titles as they require or can afford - a situation which effectively puts the habit of reading outside the reach of most members of the society.

The only local newspaper The Conch News appears weekly each Friday in about 12 mimeographed foolscap pages. This supplies local news and commentary. Airmail editions of certain foreign newspapers are imported by a few agencies mainly for official use.

PRESENT STATE OF LIBRARY DEVELOPMENT

In addition to the Victoria Public Library on Grand Turk, which will be discussed later, it is understood that there are three small collections of a few hundred books on North Caicos, Providenciales, and South Caicos but it is doubtful if at this time any are functioning. During my visit to South Caicos no one felt the collection there, if it existed, was worth mentioning although renovation of a room to house a library was well underway. (The writer did not visit North Caicos and Providenciales).

LIBRARY LEGISLATION

The existing Library Ordinance dates from 1890 and was last amended in 1947. It relates specifically to the Victoria Public Library and Free Reading Room on Grand Turk, and makes no mention of libraries for anywhere else in the territory.

The ordinance provides for a six-man committee for the Victoria Public Library, with two members appointed by the Governor, two by the trustees of the Victoria Public Library and two "first class" subscribers of the library elected by their peers. The chairmanship rotates annually and appointments are made in turn by the Governor, the Victoria Trustees and the "first class" subscribers.

The Library Committee has minimal routine responsibilities. It collects fines and imposes penalties, procures subscriptions, makes rules and regulations, and may elect a temporary chairman. It is also called upon to submit an annual report in January of each year to the Legislative Assembly. The most important function, that of policy making to ensure the development and proper use of an effective library service, is not mentioned.

THE VICTORIA PUBLIC LIBRARY AND FREE READING ROOM

This library was built in 1887 by public subscriptions and is managed by the Victoria Trust. The Trust has no money and depends almost entirely upon Government grants for defraying expenses. Occasionally it rents the library grounds for public functions and charges a nominal fee according to the ability of the organisers to pay. It could be as much as Two Hundred Dollars (US\$200), or as low as a few dollars. This source of revenue is unpredictable and cannot be relied upon for budgetary purposes.

Membership of the library is free for those wishing to borrow two books at a time, but those wishing to borrow, in addition, three back issues of periodicals, must pay a subscription of Three Dollars (US\$3.00) per year, or One Dollar Fifty Cents (US\$1.50) for the half year. These subscribers are the "first class" subscribers who nominate two members to the Library Committee. From discussions with the custodian it would appear that currently there are not more than about three such subscribers. However, as there were no records in the library this could not be substantiated.

Government allocation to the library is not much more than a token grant for meagre stipends to the custodian and cleaner. The amount left after

these deductions does not, and is not expected to provide for an organised effective library service as the following figures show:

1974	Government Grant	US\$1,294.00
1975	"	1,650.00
1976	"	2,000.00
1977	"	2,671.00

The 1977 figure includes Five Hundred Dollars (US\$500.00) for cleaning the Victoria Public Library, Five Hundred Dollars (US\$500.00) for South Caicos and One Hundred and Sixtyfive Dollars (US\$165.00) for Providenciales. The writer hopes that in the coming year, provision will be made for the employment of professional librarians and clerical staff as well as a large enough sum for resources, that will form the nucleus of a useful and worthwhile centralized library system serving all levels of the society.

BOOK STOCK

The collection in the Victoria Public Library as at 24th October 1977 consisted of some 4,000 volumes, almost equally divided between fiction and non-fiction. Much of this was made up of donations, often discards from other libraries overseas or from generous donors. About 50% of the stock were obsolete, physically worn and generally unsuitable for public use. These comprised mainly Nineteenth Century travelogues, European military and naval encounters, sets of European histories, sets of encyclopaedias, some dating from the turn of the century. One or two sets of encyclopaedias were of later date but still twenty or thirty years out of date.

Much of the fiction collection was of little intrinsic value. A large number had been obtained years ago from Moodie's Subscription Library (England). Many sets of Nineteenth Century novels, in drab bindings with pages brown with age and in unattractive type, presented a formidable display on the shelves. Little or no attempt had been made to edit the stock or to remove the less attractive works. 487 items were withdrawn by the writer with permission from the Library Committee. This was to make room on the overcrowded shelves for about 500 new books donated recently by the British Council. Of the lot withdrawn, 415 were non-fiction of the type described above and the remainder fiction.

A cupboard filled with almost new and what appeared to be interesting paperbacks was inconspicuous behind glass doors. As a consequence they were not well used. These items were not processed or catalogued but were available for loan. The record of their issues was kept in a tattered notebook.

Children's books as a special grouping were not in evidence on the shelves. However, a search turned up about 20 items recently catalogued as general fiction. The Chairman of the Victoria Trust later explained that in the past there had been such a collection but that it had been subsequently removed to form the nucleus of a school library. This could possibly be the Turks and Caicos High School Library since no other school had any collection worthy of note.

Periodicals were piled together on three tables stretched across the top end of the room. The collection was disorganised, the journals almost all much the worse for wear, and all old. The majority of issues comprised titles such as Newsweek, Time, Geographical Magazine, National Geographic Magazine, Ebony, Natural History, Business Week, Look and Learn and Jet. In fact, many bore the names and addresses of private individuals suggesting that they had been passed on to the library after use. Apparently, at one time the library had subscribed to a number of journals but only National Geographic Magazine seems to have arrived with any regularity. These were the magazines for which the "first class" subscribers paid for the privilege of borrowing.

The general state of library provision in the territory as reflected by this library was to say the least depressing. Moreso, there was no other public institution in any of the islands where up-to-date information in any organised form could be found or where users could have free access to reading materials for pleasure and recreation.

FURNISHING AND GENERAL APPEARANCE

The Victoria Public Library is a typical Victorian structure about 40 ft. x 20 ft., with high ceiling, large windows and doors. On entry, one is immediately confronted with a huge double sided book case about 9 ft. tall, 8 ft. wide and 2 ft. thick. Until recently it was enclosed in glass. This structure blocks much of the light coming into the room. Surrounding the walls are book cases and shelves of differing sizes, shapes and designs. Some are of mahogany with glass doors, beautifully finished, but inappropriate for public library use where emphasis should be on free and easy access to materials.

Several of these cases were crammed with the travelogues and histories etc., described above, and many of these books were beautifully bound in gold-tooled leather. One such case of histories and travelogues was labelled "The Frith Collection" but there were no identifying marks to show what if any had been part of an original donation. Other closed glass cases contained pre-Columbian artifacts and natural history specimens such as shells and sharks' spines.

Because there was no workroom space several boxes of recently arrived gifts were stacked round the walls, behind bookcases or under tables. A large oval table filled the centre of the room. At one end of this, the custodian performed such duties as charging out loans and receiving returned books. The rest of the furniture comprised backless benches, an assortment of metal and wooden chairs showing signs of age and wear. There was also a step-ladder to reach the topmost shelves. A two drawer metal cabinet with the card catalogue recently prepared by volunteers was placed on a table under a window. And above all this hung faded portraits of British monarchs past and present. A more uninviting library would be hard to find. And it need not have been so.

STAFFING

There is at present a custodian referred to as "the librarian", and a part-time cleaner. The custodian, a man of advanced years, has held the job for the past 13 years. This gentleman had never received any training in even the most elementary routines and did little else besides recording loans and filing returned books on the shelves. He has at least tried to protect the books in his care. Under supervision, during the time this writer was working on withdrawals to make room for the new books, the custodian demonstrated a willingness to learn even if he did not fully appreciate why these should be removed from the shelves when they were not falling to pieces. It is not expected that he would automatically grasp the significance of removing badly soiled copies, superseded editions, outdated and inaccurate information.

The part-time cleaner did not appear to have swept the room even once during the week of my visit. Dusty floors with flying bits of paper and odd unrelated items did not improve the already depressing appearance.

GENERAL ADMINISTRATION OF THE LIBRARY

Proper record keeping (even of stamping the date due with the year) was not being carried out. It was therefore impossible to tell from the few book cards in the issue tray, the year of loan of any item or the order in which they were due for return. The issue method in use was the Newark System. There were no records of readers but the custodian guessed the number might be as much as a hundred, that is, under 4% of the population on Grand Turk. From observations made over the three days in the library this writer is of the view that this estimate would seem to be very generous.

There was no accounting for the subscriptions from the "first class" subscribers; no record of Committee meetings; no records of stock or of issues. One encouraging feature was, however, the new simplified catalogue which could at least serve as a finding guide for that part of the collection which had been catalogued.

RULES AND REGULATIONS

The latest available printed copy of the rules and regulations is dated 1962. But they do not correspond with present practice. Opening and closing times differ. The library is now scheduled to open 4½ hours per day, Mondays to Fridays and two hours on Saturdays. The times, 10:00 a.m. - 12:00 noon and 2:30 p.m. - 5:00 p.m., are not convenient either to adults or to children and are possibly a contributing factor to the poor public use.

In addition to fixing subscriptions, periods of loan and opening hours, the regulations cover sale of old books and papers, setting fines and penalties for overdue and lost books. There is no reference to conduct in the library or to protection of library property.

There is so little diversion on the island to distract attention from reading that were the library made attractive and supplied with interesting current material it would be hard pressed to cope with the demand for reading materials. Young people are naturally curious, and with little effort they can be guided into creative and purposeful activities. During this writer's visits to the library several young people came in and looked around but left after a while without going near the shelves. With persons trained to select appropriate materials and to channel their curiosity, the picture could be quite different.

HIGH SCHOOL LIBRARIES

(a) Turks and Caicos High School

The Turks and Caicos High School on Grand Turk has a small library in a specially furnished room large enough to seat 30. Some of the approximately 1000 volumes were partially processed and arranged, but at the time of the visit the library was not in use. A trained librarian who had been employed for the first time during the past term did not return in September. It was not possible, therefore, in the time available, to assess the quality and relevance of the stock to the teaching programme.

This library should be a teaching and research centre for the high school especially where there is no other effective library service. Since it did not have any budgetary allocation to continue the building up of the collection it was clear that the library was not considered crucial to the teaching programme. For a school with an enrolment of over 500 students up to "A" level standard in September 1977, numerically, the size of the collection was far from adequate. Even if every item on the shelf was useful i.e., of some potential value for reference, for curriculum support or for personal enrichment of students and staff, the collection in its present state was spread so thinly that it could not support any one area in depth. And this situation was further aggravated by an enrolment which ranged over 9 age groups, and over 6 grade levels.

By the sixth form, which is normally pre-university level, students are expected to undertake independent study. To do this they need to have access to an adequate supply of relevant and up-to-date materials covering their subject areas. This the Turks and Caicos High School undoubtedly lacks. Understandably, the under-achievement in the recent "A" level examinations is directly related to the lack of adequate library facilities. Good study habits and critical judgement need to be inculcated in children from the earliest age if they are to perform well later. This is an important function of any school library system and one which all schools should aim to develop.

(b) Pierson High School - South Caicos

This private denominational school with an enrolment of 141 (Sept. 1977) ranging over 5 grade levels was even worse off than the Turks and Caicos High School. Because of lack of space, the library such as it was, could not be accommodated on the school premises but had to be kept some distance away in the principal's house. It consisted of multiple copies of workbooks - discards from some overseas school, and an assortment of old books of no particular interest to children and not bearing any relationship to the curriculum. The collection was not organized systematically and the whole appearance was most unattractive. For recreation and for enrichment, children from Pierson High School sometimes borrow books from a small collection of about 200 in the office of the principal of the South Caicos Primary School nearby. These too were gifts from overseas.

Plans were apparently afoot for the setting up of a better collection at Pierson High, but in the meantime these children are deprived additional information to supplement class lectures and set texts.

PRIMARY SCHOOLS - SOUTH CAICOS AND GRAND TURK

Except for the 200 books on South Caicos which were not used by the students of the primary school, all other primary schools visited lack even the beginnings of a library. Lack of finance cannot be an excuse because in at least two of these primary schools expensive pianos had been purchased by fund raising and self-help efforts. It was evident that priority had not been placed on the library because its support role for study and research was not fully appreciated.

The Ministry of Health, Education, Welfare and Local Government normally supplies textbooks, notebooks and pencils to schools but it does not provide a core collection of books for consultation and recreational purposes in schools. There were gestures at having a library in two schools on Grand Turk. One was located in the staff room and the other in an empty classroom but neither of these resembled in any way a library. They were mainly old discards and gifts not suitable for the age range in the schools. One set of encyclopaedia was in the principal's office, not in the "library".

The only encouraging sign was a classroom collection in the beginning grade of one school. About 50 picture books, well thumbed, were displayed in a portable book case. One could not help wondering which would be worse, to leave the children unexposed or to build up their interests and expectations only to frustrate them later.

Reference has been made on many occasions to discarded books in libraries. Of themselves certain types of discards can be useful and they can supplement a collection if in good repair and clean. But when almost the only source of book supply comes from this type of material then the system needs to be reassessed and priorities redetermined.

This report has belaboured the fact that there is a dearth of reading materials in schools and among the population at large and that only the very few with the means to import or to buy from the limited selection in the only local bookshop have access to books. If the majority of children have never developed the habit of reading and as adults still do not have access to books, the intellectual and social gap must continue to widen. The percentage of lapsed literates might be one area needing urgent assessment.

This concern for lack of reading matter is not a new topic. It was referred to in the Prothero Report of 1971 and six years later no action had been taken. It should have special significance for those who, because of historical or economic circumstances, have been denied formal education beyond the primary or secondary level. It could provide them the opportunity for continuing education through life.

A well organized and equipped public library would encourage gainful employment or leisure time by providing materials for recreation and relaxation. It would also be a source of reliable information that could assist government agencies with research for national, social and economic planning, and also keep the public in touch with the wider world around them.

Information presented in attractive readable and visual form could activate individuals to develop reading and study habits, could stimulate their intellect and encourage the extension of their intellectual horizons beyond the immediate. It is estimated that over 50% of the population are under the age of 25 years. It should be the best interest of such a young country, therefore, to develop an informed public capable of making balanced judgements and of participating fully in the affairs of the country.

A good public library service could provide the setting for greater social understanding and interaction among all sections of the society. A well organized school library could play a key role in strengthening the educational system. A dynamic public and school library service should be seen as a vital instrument for educational growth, cultural awareness and social change.

Centralized administration of these services would eliminate duplication of expensive bibliographies, loans of equipment, delivery services, maintenance charges, and would make maximum use of limited trained personnel.

NEED FOR A CENTRALLY ORGANIZED LIBRARY SYSTEM FOR THE TURKS AND CAICOS ISLANDS.

It is the human right of every individual to have access to accurate, unbiased information in publicly supported libraries. This access should be free and without prejudice to colour, creed, sex, language, status or educational attainment.

An effective library service for all the inhabitants of the Turks and Caicos Islands should be a sine qua non. It should be considered a social and educational force contributing to the self-development and continuing education of all the people. It should have special significance for those who, because of historical or economic circumstances have been denied formal education beyond the primary or secondary level. It could provide them the opportunity for continuing education through life.

A well organized and equipped public library could encourage gainful employment of leisure time by providing materials for recreation and relaxation. It would also be a source of reliable information that could assist government agencies with research for national, social and economic planning, and also keep the public in touch with the wider world around them.

Information presented in attractive readable and visual form could motivate young people to develop good reading and study habits; could stimulate their curiosity and encourage the extension of their intellectual horizons beyond the classroom. It is estimated that over 50% of the population are under the age of 15 years. It should be in the best interest of such a young country, therefore, to develop an informed public capable of making balanced judgements and of participating fully in the affairs of the country.

A good public library service could provide the setting for greater social understanding and interaction among all sections of the society. A well organized school library could play a key role in strengthening the educational system. A dynamic public and school library service should be seen as a vital instrument for educational growth, cultural awareness and social change.

Centralized administration of these services would eliminate duplication of expensive bibliographies, items of equipment, delivery services, maintenance charges, and would make maximum use of limited trained personnel.

Library branches would be established in all parts of the islands to serve the people. They would be manned by a team of trained personnel, and would be open to all people. They would be open to all people, and would be open to all people.

Special group of users.

RECOMMENDATIONS FOR LIBRARY DEVELOPMENT

1. NEW LEGISLATION: A first priority should be enactment of new library legislation to establish an efficient, integrated and centrally administered library system for the Turks and Caicos Islands. This legislation should provide for the following:
 - (a) the organization and administration of public library services to all inhabitants however remotely located;
 - (b) the organization and administration of library services to all publicly supported and publicly assisted schools from primary to secondary levels and beyond, and when required;
 - (c) legal deposit of local publications of a literary or cultural nature;
 - (d) conservation and control of public archival materials which contain the islanders' cultural heritage and which are now not being adequately protected and organized.
2. A centrally organized and administered library system which should be financed by public funds through an appropriate government ministry, possibly, the Ministry of Health, Education, Welfare and Local Government.
3. Reorganization and development of the library services, the employment, training and supervision of local staff.

PHASED PLANNING: It is recommended that training and development proceed simultaneously on a phased basis:

Phase I: General reorganization of public libraries, high school and senior high school libraries; training of local professional and clerical staff as recommended under "Staffing" below; training of library assistants to operate branch libraries on the five other islands; accommodation for administrative offices and workroom in Grand Turk.

Phase II: Establishment of circulating libraries to primary schools even on a limited basis. Until Phase II can be implemented primary school students should be encouraged to use public library branches nearby. These public library branches would in time be equipped with suitable collections in print and non-print form to meet the information and recreational needs of young people. They would be manned by persons knowledgeable in work with this special group of users.

Phase III: Expansion of the present library facilities in Grand Turk to accommodate a centralized headquarters for the school and public library services, a public library for Grand Turk and a museum. The existing Victoria Public Library could possibly be remodelled into a museum. (This is a popular recommendation.)

4. STAFFING: Suitably qualified staff should be selected and arrangements made for training without delay. A trained professional librarian should supervise all aspects of library development in the country, i.e. public, school and also the archival collection. At the earliest opportunity someone specially trained in the organization and management of archival materials should take over the archives. This training of professionals will need to be undertaken simultaneously with the training of library technicians, and should be staggered.

Initially, the aim should be to train a minimum of three professional librarians and two library technicians. One professional librarian would specialize in adult work and archival conservation, another would specialize in work with young people, and a third would be trained as a teacher-librarian. It is desirable that the teacher-librarian be someone with teacher education, who would be fully conversant with the requirements of the curriculum and achievement levels of students within the school system.

There should be a sufficient number of clerical assistants and ancillary staff to ensure an efficient operation. There should also be staff with some amount of training to operate part-time or full-time branches on the other islands.

It is recommended that while these initial arrangements are being made, the services of an experienced professional librarian should be sought to start the programme. It is expected that as each member of staff returns from training, development will accelerate. At the end of four or five years qualified local staff should be in a position to assume full responsibility for the service.

It is recommended that all members of the library staff should be graded in keeping with similar categories of staff in the Civil Service and should receive equal recognition and emoluments including promotional opportunities and pension rights. However, transfer out of the Library Service should only be implemented after adequate consultation with, and with the consent of the library administration and the individual concerned.

5. TRAINING: Several levels of training should be tackled simultaneously, e.g.:

Year I: (a) Select and send for training one member of staff with minimum qualifications to train as a library technician. In the first instance, this person should be sent for practical training in a public library, possibly in one of the more developed West Indian islands. This internship should be for a duration of three to four months. At the end of the period the technician would return to work with the visiting librarian, to whom she would then be of immediate assistance. At a later date, this partially trained technician would return to complete the library technicians' course which is estimated to be about one calendar year.

The library technicians' course is intended to prepare library staff in clerical routines necessary for such tasks as checking bibliographical details for book orders, simple principles of classification necessary to return items to their proper place in the classified sequence on the shelves, simple principles of cataloguing required for accurate copying of cataloguing details, daily routines for charging and discharging loans and recording the transactions.

(b) Select and send for training one member of staff with minimum university qualifications for admission to the three year degree course in Library Studies at the University of the West Indies or other recognised seat of learning. If a graduate could be identified, this person could be admitted to the postgraduate Diploma Course in Library Studies. The initial training for the graduate could be completed in 12 months. At the very earliest it will be two years or possibly four years from this date before the first local librarian will be available.

Year II: (a) Select and send for training one member of staff with the necessary minimum university qualifications for admission to the three year degree course in Library Studies or the one year postgraduate Diploma Course in Library Studies. This person would be trained as a teacher-librarian for the Turks and Caicos Islands High School.

The job of teacher-librarian includes teaching proper study skills to students, helping with research and assisting teachers to prepare special research materials for class teaching and for students' projects. At the same time this teacher-librarian would concentrate upon building the library into a multi-media centre.

(b) Select and send for training one member of staff for the library technicians' course.

Year III: (a) Select and send for training one member of staff with minimum university qualifications for admission to the three year degree course in Library Studies or the postgraduate Diploma Course in Library Studies. This third librarian could share the responsibilities for development of libraries for young people in the public and primary school library services.

(b) Complete the training of the partially trained library technician. This training course would possibly be 9 months to a year.

6. SHORT COURSES: Public interest could be awakened by organization of a series of short courses possibly of two weeks' duration each, at which teachers and other local personnel wishing to assist with the development of public library branches or school libraries could be taught basic techniques and ways in which the library can usefully assist education and a wide cross-section of the society.

7. CONSULTANCY SERVICES: It is recommended that the Department of Library Studies at the University of the West Indies be asked to provide consultancy services during the period of reorganization and possibly for a year after the local staff assumes control.

In this way the Department of Library Studies could share the expertise it has in West Indian library development planning, and administration with the Turks and Caicos Islands. The Department could also be asked to organize the proposed summer courses.

8. New rules and regulations for the proper use and control of library materials and property will need to be designed and implemented. This should include more convenient opening hours for both children and adults.

9. Proper library procedures for the efficient administration of library service, proper maintenance of records of use and financial transactions will need to be instituted.

10. BUILDING: The present Victoria Public Library is too small and not designed to accommodate a modern library. It is also in need of repairs. A new building should be designed to make maximum and efficient use of space for library purposes. This building should accommodate the centralized headquarters for the public and schools library services, the public library for Grand Turk and the Government archives. When the new building is completed the present structure could be converted into a museum to house the scattered pre-Columbian artifacts in the library and elsewhere as well as other items worthy of display in a national collection.

In the interim, office and workroom space should be acquired as near as possible to the Victoria Public Library. The Victoria Public Library building should be repaired and reconditioned for use while the new building is being constructed. New and more functional shelving should replace the present unsightly and unsuitable ones; old items of furniture disposed of and the present building made to look more attractive. The shelving and other furniture purchased now could be re-used in the new building at a later date. Shelving and furniture will be discussed in greater detail below.

11. BRANCH LIBRARIES: There should be at least one public library branch on every inhabited island. This branch should be located where there is the largest concentration of population and available transportation.

The branch libraries should have semi-permanent collections with part of

the collection exchanged at regular intervals - at least two or three times a year. Size of collections would depend on size of population and suitability of accommodation. It is recommended that the smallest branch should have not less than 500 useful books as well as some general and informative periodicals.

12. SIZE OF PUBLIC LIBRARY AND HIGH SCHOOL COLLECTIONS: In the early stages it is not expected that the library service will meet minimum library requirements but it should aim to have about 20,000 useful books within the next 12 years. It should aim to acquire at least 10,000 in the first two years and at least an additional 1,000 a year for the next 10 years over and above normal replacements.

Because of the age range in the Turks and Caicos High School, and the diversity of subjects taught, the library should aim to acquire at least 10 books for every student. This would mean about 5,000 books distributed over grade and age levels in addition to audio visual and other teaching aids that would be recorded in the library and if practicable accommodated there. The aim should be to build this collection over the next 5 years at the rate of 1,000 books a year. This would be in addition to the present collection that will need careful editing.

Proper library procedures for the efficient administration of library service, proper maintenance of records of library financial transactions will need to be instituted.

13. Buildings: The present Victoria Public Library is unsuitable and not designed to accommodate a modern library. It is in need of repairs. A new building should be designed to make maximum and efficient use of space and library resources. This building should accommodate the centralized reading room for the public and school library services, the public library for Grand Turk and the Government archives. When the new building is completed the present structure could be converted into a museum to house the scattered pre-Columbian artifacts in the library and elsewhere as well as other items worthy of display in a national collection.

In the interim, office and workroom space should be acquired as near as possible to the Victoria Public Library. The Victoria Public Library building should be repaired and reconditioned for use while the new building is being constructed. New and more functional reading rooms should replace the present unsightly and unsuitable ones. Collections of furniture disposed of and the present building made to look more attractive. The shelving and other furniture purchased now could be used in the new building at a later date. Shelving and furniture will be discussed in greater detail below.

14. Branches: There should be at least one public library branch on each of the islands. This branch should be located where there is the largest concentration of population and available transportation.

The Branch Libraries should have full permanent staff with part of

13. INTERIM RECOMMENDATIONS:

(a) Furnishings: Efforts should be made to replace the furnishings in the Victoria Public Library with functional and attractive items designed for library use. Shelving should be kept at a convenient height within reach of the average adult. A maximum shelf height of 6 ft. 6 ins. should be adequate. Shelving of about 5 ft. 6 ins. could be used in the Children's Section. Convenient sized tables to seat not more than four persons would be more desirable than the large oval table now in the room. Not only are large tables less functional, they encourage conversation which could create a disturbance to serious workers.

It is suggested that about six tables of the size recommended and 24 chairs be acquired for the present building. The chairs should be comfortable to reduce tedium if persons need to use them over protracted periods.

A proper control desk should be acquired for the library and this should be situated near the main doors. Here the library staff could supervise the entire room without difficulty while carrying out certain routine duties.

All these items of furniture should be transferable into the new library building.

(b) Additional Workroom Space: Some suitable space nearby the Victoria Public Library should be obtained for a workroom for processing new and old materials and for office space. This would greatly relieve the unsightly congestion in the public part of the present library.

14. STATIONERY AND EQUIPMENT: No library can function without certain essential equipment, most urgent of which are a well aligned and adjusted typewriter, a catalogue cabinet, filing cabinet, and necessary processing stamps and machines.

Specially designed stationery for date guides, registration of readers, recording daily and monthly loan transactions, stock allocation by subject, readers pockets etc., all need to be acquired.

15. COSTING: The cost of library services even to a territory as small as the Turks and Caicos Islands is not cheap. The supervision and control of six service points will also add to the costs. These benefits are intangible and cannot be measured quantitatively. However, the disadvantages of having an uninformed public susceptible to every persuasive argument far outweigh the costs.

It is recommended, therefore, that necessary financial provision be made

in the annual Government budget to establish and maintain an effective library service with a proper staff structure for its administration.

The post of "librarian" should be included in the list of public officers, and should be graded at the professional level. Salaries for all professional staff should be in keeping with the responsibilities of their position since the holders of these posts are strategically placed to influence attitudes and opinions at the national level.

Inflationary trends in the world today are reflected in the spiralling costs of books and other materials. Undue delay will therefore only increase costs. The average mean price of books in Britain, without postal and insurance charge, in April 1977 was Five Pounds and Sixtyfive Pence (£5.65) or approximately Eleven Dollars and Fifty Cents (US\$11.50) for all categories combined. The cost in the United States is higher. Children's books are somewhat lower, about Two Dollars and Thirtyfive Cents (US\$2.35) per book. The average inflation rate of books per annum is estimated at about 20%.

Because children and young people constitute more than 50% of the population it is recommended that about half of the initial stock as well as a select collection of phonograph records and films should be provided for this category of users.

The initial outlay for such a project is high and it might be that additional funding, over time, could be sought to assist with the establishment of the service and training of local staff.

Typewriter.....	1,000
Minigraph duplicator & supplies (for cataloguing cards).....	700
25 chairs.....	500
4 tables.....	150
Issue desk.....	300
Librarian's desk.....	300
Typist's desk.....	200
100 book ends.....	20
Book trolley.....	100
Card catalogue (9 drawer).....	200
Stationery & library supplies.....	300
One miscellaneous item.....	500
Total.....	US\$212,730*

*Cost of insurance and freight not included.

16. ESTIMATED INITIAL COSTING:

Staffing:

1 professional librarian (3 - 4 yrs.) US\$50,000

Training:

2 library technicians (1 yr. each) 8,000

2 librarians (3 yrs. each) 24,000

1 librarian (preferably with teaching background) 12,000

Summer courses for local part-time staff 3,500

Consultancy service (4 - 5 yrs.) 10,000

Books and Periodicals etc.:

(i) Public Library: 5,000 vols. (Yr. 1) 27,000

5,000 " (Yr. 2) 30,000

10,000 " (Over 10 yrs.) 62,000

(ii) High School: 5,000 " (Over 5 yrs.) 32,000

(iii) Primary Schools 5,000 " (Over 5 yrs.) 20,000

Furniture & Equipment:

Shelving - 30 bays @ US\$320 9,600

Typewriter 1,000

Minigraph duplicator & supplies
(for cataloguing cards) 700

25 chairs 500

4 tables 250

Issue desk 300

Librarian's desk 300

Typist's desk 200

100 book ends 80

Book trolley 100

Card catalogue (9 drawer) 200

Stationery & library supplies 500

Miscellaneous furnishings 500

US\$292,730*

*Cost of insurance and freight not included.

These estimates are not firm as costs of items change daily. Certain other local expenses, e.g. repairing and renovating the existing building are also not included.

17. CAPITAL BUILDING COSTS: This requires knowledge of local building rates which can only be provided at the time when firm plans are being made.

The new building should, however, incorporate modern functional library design. It should be large enough to accommodate a headquarters with workroom and storage space necessary for the operation of a centrally administered library service; a public library for Grand Turk to hold eventually about 15,000 volumes including special areas for children and young people; accommodation for the Government archives which should be designed for maximum protection from fire, wind, damp and sunlight. It should have temperature and humidity control and room for expansion. Minimum standards exist which will indicate space required for furnishings, equipment and stock.

It is also recommended that from the earliest planning stages there should be close consultation and cooperation between architect and professional librarian. It is recommended that someone with a knowledge of tropical library design should be involved at this stage.

DRAFT

A P P E N D I X I

The following draft legislation is based upon a similar draft prepared by the writer in 1972 for the Bahama Islands:

A BILL

for

An act to make provision for the establishment of a national library service in the Turks and Caicos Islands and for the organization, maintenance and control thereof.

Commencement. (Date)

Enactment. Be it etc.

Short title and commencement. 1. This Act may be cited as The Turks and Caicos Islands Library Service Act 197-, and shall come into operation on such date as the Governor may appoint by notice in the

Interpretation. 2. (1) In this Act,.... "Board" means the Turks and Caicos Islands Library Board established under section 5 of this Law;

"functions" includes powers and duties;

"Library" means any branch or service point established under the Act.

"Minister" means the Minister responsible for the national library service.

(2) Unless otherwise stated, references in this Act to a section are references to a section of this Act, and references in a section to a subsection are references to subsection of that section.

Establishment
of a National
Library
Service

3. There is hereby established a national library service of the Turks and Caicos Islands, the Headquarters of which shall be situated in Grand Turk.

Existing
libraries
transitional
provision

4. As from the date of coming into operation of this Law all libraries operating under the Victoria Public Library and Free Reading Room Act, all other public libraries, all libraries in schools and other educational institutions to be branches of the Turks and Caicos Islands Library Service established by the Board under section 3 of this Act.

Establish-
ment and
constitution
of the Turks
and Caicos
Islands
Library Board

5. (1) There shall be a body to be called the Turks and Caicos Islands Library Board to perform functions assigned to the Board by or under this Act.

(2) The Board shall by that name be a body corporate having perpetual succession and a common seal, with power to acquire, hold and dispose of land and other property of whatever kind.

(3) No act or proceeding of the Board shall be questioned on account of any vacancy in its membership; and no defect in the qualification or appointment of any person acting as a member of the Board shall vitiate any proceedings thereof.

First
Schedule

6. The provisions of the First Schedule shall have effect with respect to the Board.

Establish-
ment and
constitution
of Library
Committees

7. (1) The Board may by order establish a local Library Committee in any Out Island district and may delegate in writing to any such Committee the power and authority to carry out on its behalf such functions as the Board may determine.

(2) All members of a local Committee shall be residents

of the Out Island district for which they are appointed.

(3) The constitution of a Committee shall be determined by the Board.

General powers of the Board. 8. In addition to any powers conferred by any other section of this Act the Board shall have the following powers:-

- (a) to draw, negotiate and accept bills of exchange, cheques and promissory notes;
- (b) to enter into all such contracts as the Board may consider necessary or expedient to be entered into for the due performance of any functions conferred upon the Board by or under this Act;
- (c) to incur all such expenditure as the Board may consider necessary or expedient, within the limits of the funds at the disposal of the Board, for the due performance of any function conferred upon the Board by or under this Act;
- (d) to make standing orders regarding the date, time and place of meetings of the Board.
- (e) to appoint a member of the Board to act as chairman at any time when the chairman and vice chairman are absent from a duly constituted meeting of the Board.

The duties of the Board. 9. Subject to the provisions of this Act, it shall be the duty of the Board:

- (a) to establish, maintain, manage, control and operate a library system to the Turks and Caicos Islands that will -

(i) establish a national library to collect by legal deposit, purchase and any other appropriate means, the territory's literary and cultural heritage in whatever form it exists, such as in books, films, phonograph records, tapes;

(ii) establish a centrally administered network of public libraries throughout the territory to enable individuals wherever they may be to have access to information through branch libraries, postal services and any other suitable means;

(iii) establish a centrally administered system of libraries to all types of educational institutions in the territory - primary, secondary, technical, etc.;

(iv) organise all this body of information whether located in national, public or school library so that it is easily accessible for purposes of consultation through any branch of the service;

(v) provide for the central employment, training and supervision of library staff in all branches of the service;

(vi) provide bibliographical and technical services to the whole system by centralised purchasing, processing, cataloguing, distribution of material;

(b) To employ a chief librarian in consultation with the Minister, and to employ such other officers and servants as may be necessary to enable the duties imposed in paragraph (a) of this section to be fully and effectually performed.

Funds of the Board.

10. (1) The funds of the Board shall consist of

(a) such moneys as from time to time be placed at its disposal for the purposes of this Act by the Legislature;

(b) any other moneys or property of any kind, acquired by the Board;

(2) The funds of the Board shall be used to defray all such expenditure as the Board may consider necessary or expedient, for the due performance of any duty imposed, or the effective exercise of any power conferred upon the Board by this Law.

Second Schedule.
Vesting of property in the Board

11. Any property (including land and buildings) owned by any library trust or committee immediately before the commencement of this Act, is by virtue of this section and without further assurance transferred to and vested in fee simple in the Board free of all trust and other encumbrances.

Directions by Minister.

12. The Board shall comply with any general or special directions which the Minister may give in the exercise of any of its functions under this Act.

Accounts and Audit 13. (1) The audit of the accounts of the library is to be

carried out by the officers in the Audit Department of the Government in keeping with the policy of the Government.

(2) The members, officers and servants of the Board shall grant to the person conducting such audit access to all the books, documents, cash and securities of the Board and shall give to him, on request, all such information as shall be within their knowledge in relation to the operation of the Board.

Annual Reports and Estimates 14. (1) The Board shall in each year prepare and submit to the Minister on or before the 31st day of March a report of its activities during the twelve months ending on the 31st day of December in the preceding year, including a statement of its accounts audited in accordance with section 13.

(2) The Minister shall cause a copy of the accounts and the auditor's report thereon to be laid on the table of the Houses of the Legislature.

(3) The Board shall, on or before the 31st day of _____ in each year, submit to the Minister for approval its estimate of revenue and expenditure in respect of the twelve month period commencing on the 1st day of _____ next following.

Admission to be free. 15. (1) No charge shall be made for admission to a library during such hours as may be prescribed in the regulations as the hours during which a library is open to members of the public.

(2) No charge shall be made for the loan of any book sent to or received from a user of the library who is a resident in the territory.

Regulations. 16. The Board may, (with the prior approval of the

Minister) make regulations:

- (a) for securing the proper, efficient and economic maintenance, management, organization, administration and operation of the library service operated by the Board;
- (b) for securing the proper, efficient and economic maintenance, management, administration, organization and use of any facilities or service of any description produced by or at the expense of the Board;
- (c) for regulating the hours during which and the condition under which members of the public may be admitted to any premises vested in or occupied by the Board or any portion of such premises;
- (d) prescribing the method to be employed in obtaining books and other articles from a library and the mode in which such books or other articles may be issued to members of the public;
- (e) prescribing the duties of the chief librarian and of the officers and servants of the Board and the terms and conditions upon which they are to be appointed and upon which they may be granted leave;
- (f) prohibiting or restricting the access of members of the public to any premises vested in or occupied by the Board or to any portion of such premises;

- (g) for ensuring the maintenance of good order and discipline amongst members of the public at any time when upon any premises vested in or occupied by the Board;
- (h) for preventing the unauthorised or improper use of the wilful or negligent occasioning of injury to any property vested in or occupied by the Board;
- (i) prescribing offences and penalties under the regulations;
- (j) providing for any other matter or thing which the Board may consider necessary for the good management and control of a library.

Repeal Ch. 113 17. Library Ordinance of 1st May 1890 with subsequent amendments is hereby repealed.

FIRST SCHEDULE (Section 4)

Constitution
of the Board

1. The Board shall consist of seven members with power to co-opt not more than two other members. The Minister shall appoint six members. The Chief Librarian shall be an ex officio member and secretary of the Board.

Tenure of
the Board
Chairman and
Vice Chairman

2. A member of the Board shall, subject to the provisions of this schedule, hold office for a period not exceeding three years, and shall be eligible for reappointment.

3. The Minister shall appoint one of the members of the Board to be Chairman and another to be Vice Chairman thereof.

Revocation of
appointments.

4. The Minister may at any time revoke the appointment of any member of the Board if he thinks it expedient so to do.

Vacancies and
acting
appointments.

5. (1) If any vacancy occurs in the membership of the Board, such vacancy shall be filled by the appointment of another member who shall, subject to the provisions of this schedule, hold office for the remainder of the period for which the previous member was appointed, so, however, that such appointment shall be made in the same manner and from the same category of persons, if any, as the appointment of the previous member.

(2) If the Minister is satisfied that any number of the Board is unable to act, the Minister may appoint any person to act in place of that member:

Provided that a person appointed under this sub-paragraph to act in place of a nominated member

shall himself hold office for the remainder of the period for which the present member was appointed.

- (3) Every member of the Board shall be deemed to have vacated his seat on the Board if
- (a) he dies or becomes bankrupt; or
 - (b) there is passed by the Board a resolution declaring that he has become incapable by reason of mental or bodily infirmity of discharging his duties; or
 - (c) there is passed by the Board a resolution declaring that he has been absent from not less than four of six consecutive meetings of the Board without leave of the Board first had and obtained; or
 - (d) he tenders his resignation in writing to the Board; or
 - (e) he is an ex-officio member of the Board, upon his ceasing to hold office by reason of the holding of which he is an ex-officio member of the Board.

6. The names of all members of the Board as first constituted and every change in the membership thereof shall be published in the _____.

7. (1). The seal of the Board shall be affixed to instruments of the Board in the presence of the Chairman or any other member of the Board authorised to act in that behalf.

(2) The seal of the Board shall be authenticated by the signatures of the chairman and any other member

(3) authorised to act in that behalf and the Secretary, and shall be officially and judicially noticed.

(3) All documents, other than those required by law to be under seal, made by, and all decisions of the Board may be signified under the hands of the chairman, or any other member authorised to act in that behalf, and the Secretary.

(4) The Board may sue and be sued in its corporate name and may for all purposes be described by such name.

Proceedings
and meetings

8. (1) The Board shall meet at such times as may be necessary or expedient for the transaction of its

business and no fewer than four meetings shall be held for the year. Such meetings shall be held at

least once every three months at such times and on such days as the Board may determine.

(2) The Chairman shall preside at all meetings of the Board at which he is present and, in the case of the Chairman's absence from any meeting, the members

present and constituting a quorum shall elect a chairman from among their number to preside at that meeting.

(3) The quorum of the Board shall be three.

- (4) The decisions of the Board shall be by a majority of votes, and, in addition to an original vote, the chairman or other person presiding at a meeting shall have a casting vote in any case in which the voting is equal.
- (5) Minutes of each meeting of the Board shall be kept in proper form.
- (6) Subject to the provisions of this Schedule the Board may regulate its own proceedings.

Protection
of members.

9. (1) No member of the Board shall be personally liable for any act or default of the Board done or omitted to be done in good faith in the course of the operations of the Board.
- (2) Where any member of the Board is exempt from liability by reason only of the provisions of this paragraph the Board shall be liable to the extent that it would be if the member was a servant or agent of the Board.

Composition
and meetings
of Library
Committees

10. The Library Committee shall consist of five members appointed by the Board, with power to co-opt two other members.

Duties of
Library
Committee

11. The duties of the Library Committee shall be
- (1) to maintain, manage, and operate the library service in the Out Island district subject to the regulations made by the Board;

- (2) to make recommendations to the Board for the appointment and dismissal of professional staff;
- (3) to appoint and dismiss staff other than professional staff;
- (4) to prepare and submit to the Board on or before the 31st day of March a report of its activities during the twelve months ending on the 31st day of December in the preceding year, including a statement of its accounts.
- (5) to make rules for the conduct of meetings of the Committee.

Tenure of
the Library
Committee

12. A member of the Library Committee shall, subject to the provision of this schedule hold office for a period not exceeding three years, and shall be eligible for reappointment.

Chairman

13. The Library Committee, duly constituted, shall appoint one of the members of the Committee to be chairman thereof. The Library Committee shall appoint a member of the Committee to act as chairman at any time when the office of Chairman is vacant, or the Chairman is incapable of acting, or has been granted leave.

Vacancies
and acting
appointments

14. (1) If any vacancy occurs in the membership of the Committee such vacancy shall be filled by the appointment of another member, who shall, subject to the provisions of this schedule, hold office for the remainder of the period for which the previous member was appointed, so, however, that such

appointment shall be made in the same manner and from the same category of persons, if any, as the appointment of the previous member.

(2) Every member of the Committee shall be deemed to have

vacated his seat on the Committee if

(a) he dies or becomes bankrupt; or

(b) there is passed by the Board a resolution

declaring that he has become incapable by reason

of mental or bodily infirmity of discharging his

duties; or

(c) there is passed by the Board a resolution

declaring that he has been absent from not less

than four of six consecutive meetings of the Board

without leave of the Committee first had and

obtained; or

(d) he tenders his resignation in writing to the Committee; or

(e) if he ceases to be a resident in the Out

Island district.

Exemption from import duty and tonnage tax 15. Notwithstanding anything to the contrary, no import duty or tonnage tax shall be payable upon any articles imported into the Turks and Caicos Islands or taken out of bond in the Turks and Caicos Islands by the Board.

Prepared by

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DRAFT

APPENDIX II

The following Rules and Regulations are based largely upon the Jamaica Library Service Rules and Regulations in force at the time of writing:

THE TURKS AND CAICOS ISLANDS PUBLIC LIBRARY RULES AND REGULATIONS

INTERPRETATION

1. "Library Board" means the Turks and Caicos Islands Library Board constituted under the Turks and Caicos Islands Library Law Chapter _____ or any statutory amendments thereof.
2. "Library" means any library in any part of the Turks and Caicos Islands at any time under the control of the Library Board.
3. "Book" includes any book, newspaper, magazine, periodical, pamphlet, map, chart, plan, engraving, etching, photograph, negative, microfilm, micro fiche, slide, phonotape, phonodisc or other resources forming part of the library collection.

GENERAL

4. Membership is free to any citizen or resident of the Turks and Caicos Islands.
5. The Librarian shall have administrative control of the library and shall be responsible for the protection and safe keeping of the book collection, the library building and premises, and all other property belonging to the library.
6. The Librarian or other library staff at any time being in charge of the library shall have power to refuse books or deny the use of any section of the library to any person who
 - neglects or refuses to comply with any of these regulations;
 - makes himself a nuisance to other users of the library;

- is in an intoxicated or uncleanly condition;

- wilfully defaces or destroys any property belonging to the library.

Any person so refused or denied shall have the right of appeal to the Library Board. The Librarian shall report any such action taken to the Library Board or any Library Committee appointed by the Library Board.

7. Smoking is allowed only in such parts of the library premises which are clearly indicated by the Librarian for the purpose.
8. A person in control of a dog or other animal must ensure that it is kept out of the library building at all times.
9. Only a physically handicapped person is allowed to take a wheeled vehicle into the library building.
10. A book, poster or other reading matter shall be displayed in any part of the library only with the prior permission of the Librarian and the Library Board or Library Committee.
11. Any person wishing to request a book for addition to the library may do so by entering the details upon the appropriate form provided for the purpose in the library.
12. The library shall be open for such periods as the Library Board shall from time to time decide.
13. The library shall be closed on Sundays, on public holidays and on such other days as the Library Board shall decide.
14. The hours of opening of the library shall be prominently displayed inside and outside the library building.

REGISTRATION OF READERS

15. Books will be issued to adult residents of the Turks and Caicos Islands who enrol as Registered Readers in an island by completing and signing the

form provided for the purpose. A recommendation is required on the same form from a responsible citizen or householder of the island.

16. Children under the age of 14 years may enrol as Junior Readers by completing and signing the form provided for the purpose. A recommendation on the same form is required from a parent or guardian, a teacher of the school at which the child attends, or from a responsible adult citizen of the island.
17. A resident of one of the islands residing temporarily in another island may use the library on the island on producing the identifying card or ticket issued to him in his normal place of residence and or reporting to the Librarian his temporary address.
18. Readers are allowed to register at one library only.
19. All books are to be returned to the library or library service point from which they are obtained.

REGISTRATION OF VISITORS AS READERS

20. A visitor may become a Registered Reader on payment of a deposit of five dollars (US\$5.00) and on completing and signing the appropriate form provided for the purpose. A recommendation is required on the same form from the hotel keeper or the householder at the place where the visitor is temporarily residing.
21. A visitor's deposit will be refunded on the safe return of all books on loan, or the return to the Librarian of all cards or tickets issued and on the return for cancellation of the receipt for the deposit. Any deposit remaining unclaimed after twelve months from date of issue of the receipt shall be regarded as a donation to the library, and shall be entered as such in the library's accounts.

2. Any duly enrolled adult or junior reader shall be entitled to borrow at any one time, any three books in the Lending Library.

PERIOD OF REGISTRATION

3. Readers shall be registered for a period of two years from the date of registration. At the end of the two year period membership of readers in good standing shall be renewed.

CHANGE OF ADDRESS

4. Change of address must be notified immediately for the necessary amendment of library records. Neglect to notify any change of address may involve suspension of the right to borrow books.

ISSUE OF BOOKS

5. A reader must tender a reader's card or ticket for every book which he wishes to take out of the library. Only one book shall be issued upon any ticket or card tendered.
6. A reader employing a representative to take out books on his behalf will be held solely responsible for all such books borrowed.
7. A reader who has cause to suspect that his borrowing privileges may be misused shall notify the Librarian without delay, when every effort will be made to prevent such misuse.
8. A reader leaving the island or otherwise ceasing to use his tickets must have his membership cancelled to prevent misuse of borrowing privileges.

PERIOD OF ISSUE

9. The period for which any book is issued shall be two weeks. Each book shall bear plainly stamped upon the appropriate label the date due for return. Conditions governing loan of non-book materials will be formulated when and as appropriate.

30. Any book may be renewed for a further period of two weeks on application, provided that the book is not required by another reader. Fiction may be renewed only at the discretion of the librarian.

OVERDUE BOOKS

31. Any reader retaining a book beyond the date due for return shall be charged a fine of five cents for each week or portion of a week until the book is returned. Payment of such fine shall not be considered an indemnification for retaining the book overtime, and a persistent offender shall be liable to suspension of his borrowing privileges.
32. If any book is retained longer than four weeks from the date of issue without renewal having been granted, the Librarian shall apply to the reader for the restoration of the book or its value, for the fine incurred and for other expenses incurred in demanding such restoration.
33. A reader shall protect from damage any library book in his keeping and shall ensure that all parts of the book and all official marks, dates and numbers are preserved in good order.
34. Returned books shall be handed to the library staff at the desk and if, on examination, a book is found to have sustained any damage the readers shall be called upon to pay a reasonable sum towards the repair or replacement of the book or to replace the book or the series to which it belongs by a copy or series of equal value in accordance with Regulation 38.
- For their own protection readers are advised to examine books and to point out to the Librarian any visible damage, before taking books out of the Library.

USE OF PERIODICALS

40. A reader shall remain in possession of a newspaper or periodical for no longer than ten minutes after a request for its use has been received by the Librarian, if it can be established that the reader was in possession of the newspaper or periodical for upwards of thirty minutes prior to the request for it having been made.
41. A reader shall take possession of only one newspaper or periodical at a time.
42. Only the Librarian is permitted to take a newspaper or periodical from its display case or remove it from the room.

REFERENCE BOOKS

43. A reference book shall be loaned for home reading only with the permission of the Librarian. Such permission shall be given only for periods when the library is not open to the public.
44. Use of mechanical means of copying from books will normally be permitted so long as it does not damage the book and the copier observes copyright regulations regarding "fair use". Copying illustrations by hand must be done by tracing through a celluloid or similar protective screen.

These Rules and Regulations have been confirmed by the Turks and Caicos Islands Library Board in accordance with section _____ chapter _____ of the Turks and Caicos Islands Library Law.

Prepared by

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